



Rio Arriba County Detention Center (RACDC) POLICY 075: INVENTORY, ORDERING, RECEIVING FOOD SUPPLIES

An inventory system and a system for ordering and receiving food items shall be in place to prevent food thefts and to ensure enough food is on site for preparation of meals. The system shall include:

- a. weekly food items on hand;
- b. food supplies used daily;
- c. food supplies received.

Procedure:

1. The detention cooks shall inventory all food supplies on hand and record the results on the Food Inventory Form.
2. The daily assigned cooks will record all the food items used on a daily basis.
3. The Food Inventory form shall be reviewed before ordering new food items.
4. Any discrepancies noted shall be reported to administration immediately.
5. The assistant administrator is the overall supervisor of the food service department.

Ordering food supplies

1. Each detention cook working on the preset ordering days shall review the Food Inventory Form to determine what food items need to be ordered.
2. A requisition form shall be filled out for the desired items and signed by administration.
3. The detention cook shall acquire a purchase order from the manager's office.
4. The food items shall be ordered from the pre-approved list of vendors as required through procurement laws.
5. When items are received, the receiving cook shall check to see that all items ordered were received and shall assure that all the prices match what was bid on.



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Receiving food supplies

1. All food items ordered shall be received by the assigned cook working on the day of receipt.
2. The receiving cook shall enter all the received food items and enter them in the Food Inventory Form.
3. The invoice shall not be signed unless all the food items have been verified as received.
4. The prices for the food items shall be matched to the food bid prices. Any inaccuracies shall be reported to administration immediately and the delivery person notified if possible.
5. Kitchen trustees will be assigned to store all food items in an orderly manner.